

January 15, 2003

Dear Interested Parties:

The revised Housing Trust Fund (HTF) Guidelines and Procedures Handbook is now on the Housing Division Website at <http://housing.oed.wa.gov>. The Handbook contains the Spring 2003 HTF application.

We strongly advise applicants to review the entire Handbook paying special attention to the following:

- Introduction – Information on funds available and staff contacts
- Chapter 2 – Guidelines
- Chapter 3 – Application Instructions and Forms including information on the HTF Operations and Maintenance Fund
- Chapter 6 – Application for homeownership projects
- Chapter 7 – Pre-application for CDBG Housing Enhancement Funds.

Application Deadlines – Two Stages

Stage 1: March 5, 2003, 5 p.m.

Stage 2: April 2, 2003, 5 p.m.

Final Funding Decisions

June 27, 2003 (depending upon adoption of 2003-2005 Biennium budget)

Pre-application conferences

Before you begin preparing an HTF application, we recommend you proceed as follows:

- ρ Review the HTF Handbook thoroughly to understand the guidelines, program requirements, and the HTF application process. After reading the guidelines, if you have any questions about the eligibility of your organization or your project to receive an award from the HTF, please contact any of the housing staff listed in the Introduction to the Handbook.
- ρ Schedule a conference or conference call with HFU staff to review your proposed project concept. To schedule a meeting, please contact Corine Knudsen at 360-725-2931 or email corinek@cted.wa.gov.

HFU staff is available to assist applicants by helping them understand HTF guidelines and procedures, and by providing feedback and comments on project concepts in the early stages of project and program design. HFU does not provide assistance with writing applications or with project development. We expect applicants to either have real estate/project development experience or to link up with consultants who can provide development expertise. Many housing development consultants are available to assist project applicants. For more information regarding technical assistance, call Impact Capital at 206-587-3200.

Thank you for your interest in the HTF. We look forward to working with you.

Corine Knudsen, Managing Director
Housing Finance Unit